



30 June 2020

MEMORANDUM CIRCULAR NO. 67
Series of 2020

T O: All Heads of Offices/Units/Centers/Projects

R E: Contract for Job Order Workers covering July-December 2020

The administration hereby confirms the rehiring of all existing JO workers who are charged against GAA, STF and IGP from July 1 until December 31, 2020. However, budgetary constraints on labor and services for the different funds are inevitable and need to be addressed. Hence, below is the reduced number of man-days per month to be contracted for concerned JO workers from July to December 2020 which was agreed upon during the consultation with the heads of departments, centers, offices, units and Project Managers of various Income Generating Projects on June 24 and 29, 2020:

1. Charge to 2020 General Appropriation Act and Special Trust Fund

Position	No. of days	Rate per day	Amount per month
Clerk, lab. tech, messenger/ utilityman, encoder, enumerator, laborer, carpenter, etc.	15	553.40	8,301.00
Broadcast specialist	16	603.71	9,659.36
Chem. Tech	18	914.07	16,453.26
SRA (Research)	18	588.05	10,584.90
SRA (Extension)	16	588.05	9,408.80

2. Income Generating Projects under Fund 161 (RF) and Fund 164 (STF)

	Name of Project	No. of days	Rate per day	Amount per month	Remarks
I.	Group A				
1	Fruit Nursery	16	553.40	8,854.40	
2	Hostel/Pavilion	14	553.40	7,747.60	
3	IGP.Market/IGP Dorm	12	553.40	6,640.80	
4	Spring Water	12	553.40	6,640.80	
5	Printing Press/OPO/MMDC	14	553.40	7,747.60	
6	Coconut food/Makapuno	10	553.40	5,534.00	
7	Gasoline	16	553.40	8,854.40	
8	Seednet 4.7/4.8	12	553.40	6,640.80	

II.	Group B				
1	Apartelle/Lañada/Ponce/Colis Cottages	7	553.40	3,873.80	
2	Seafront Suites/Garden Beach Resort	7	553.40	3,873.80	Some are for new assignment
3	Computer Center	12	553.40	6,640.80	For new assignment
4	URC/CCE/RDE/Con. Center	7	553.40	3,873.80	Some are for new assignment
5	Bakery	7	553.40	3,873.80	For new assignment
III.	Group C				
1	DOH locally grown veg/ ornamental	7	553.40	3,873.80	
2	NARC stripping machine	7	553.40	3,873.80	
3	Vermiculture	7	553.40	3,873.80	
4	Library bindery	7	553.40	3,873.80	
5	Sustained Yield	7	553.40	3,873.80	

The following JO workers are excluded from the above-mentioned guidelines and shall maintain the number of man-days per month as reflected in their January – June 2020 contract:

- JO clerks assigned in academic department/college that have no regular clerk
- JO laborers charged to research and extension funds
- JO laborers who are animal and plant caretakers charged to GAA-Higher Education
- JO workers assigned at the following offices whose functions are critical in the operation of the university, namely: Accounting, Budget, BAC, Cash, CFES (Forest Guards), Graduate School, Grounds and Landscape Maintenance Office, Integrated Media Center, Legal, OP, OVPAF, OVPI, OVPRGEA, PRPEO, Information Office, Registrar, Security Services Office, UCC, UHS
- JO workers whose contract will depend on the line item budget of externally-funded projects maintained by Accounting Office

The attached form Contract of Service for Job Order Worker (FM-LEG-03) shall be used with the following supporting documents:

- Evaluation form (January-June 2020)
- Photocopy of Official Receipt (OR of payment of PhilHealth Premium of the previous quarter)

For your guidance and compliance.


EDGARDO E. TULIN
 President

cc: PRPEO Accounting Office Budget Office